

UNITED STATES DISTRICT COURT  
for the

\_\_\_\_\_ District of \_\_\_\_\_

*Plaintiff(s)*

v.

*Defendant(s)*

Civil Action No.

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**SUMMONS IN A CIVIL ACTION**

To: *(Defendant's name and address)*

A lawsuit has been filed against you.

Within 21 days after service of this summons on you (not counting the day you received it) — or 60 days if you are the United States or a United States agency, or an officer or employee of the United States described in Fed. R. Civ. P. 12 (a)(2) or (3) — you must serve on the plaintiff an answer to the attached complaint or a motion under Rule 12 of the Federal Rules of Civil Procedure. The answer or motion must be served on the plaintiff or plaintiff's attorney, whose name and address are:

If you fail to respond, judgment by default will be entered against you for the relief demanded in the complaint. You also must file your answer or motion with the court.

*CLERK OF COURT*

Date: \_\_\_\_\_

*Signature of Clerk or Deputy Clerk*

Civil Action No. \_\_\_\_\_

**PROOF OF SERVICE**

***(This section should not be filed with the court unless required by Fed. R. Civ. P. 4 (l))***

This summons for *(name of individual and title, if any)* \_\_\_\_\_  
was received by me on *(date)* \_\_\_\_\_.

I personally served the summons on the individual at *(place)* \_\_\_\_\_  
on *(date)* \_\_\_\_\_; or

I left the summons at the individual's residence or usual place of abode with *(name)* \_\_\_\_\_  
, a person of suitable age and discretion who resides there,  
on *(date)* \_\_\_\_\_, and mailed a copy to the individual's last known address; or

I served the summons on *(name of individual)* \_\_\_\_\_, who is  
designated by law to accept service of process on behalf of *(name of organization)* \_\_\_\_\_  
on *(date)* \_\_\_\_\_; or

I returned the summons unexecuted because \_\_\_\_\_; or

Other *(specify)*: \_\_\_\_\_

My fees are \$ \_\_\_\_\_ for travel and \$ \_\_\_\_\_ for services, for a total of \$ \_\_\_\_\_.

I declare under penalty of perjury that this information is true.

Date: \_\_\_\_\_

*Server's signature*

\_\_\_\_\_  
*Printed name and title*

\_\_\_\_\_  
*Server's address*

Additional information regarding attempted service, etc:

## **ADDRESSES FOR DEFENDANTS:**

- 1) COUNTY OF WESTCHESTER COUNTY;**
- 2) GEORGE LATIMER**, Chief Executive of the County of Westchester, in his official capacity;
- 3) COUNTY OF WESTCHESTER DEPARTMENT OF PUBLIC SAFETY;**
- 4) TERRANCE RAYNOR**, Acting Commissioner of the Westchester Department of Public Safety, in his official capacity;

**ADDRESS FOR THE ABOVE (4) DEFENDANTS IS AS FOLLOWS:**

**WESTCHESTER COUNTY LAW DEPT.**  
**ATTN: JOHN M. NONNA**  
**148 Martine Avenue**  
**White Plains, NY 10601**

### **5) NEW ROCHELLE POLICE DEPARTMENT**

**New Rochelle Law Department**  
**515 North Ave**  
**New Rochelle, NY 10801**

### **6) CITY OF WHITE PLAINS DEPARTMENT OF PUBLIC SAFETY**

**White Plains Law/Corporation Counsel**  
**255 Main Street**  
**White Plains, NY 10601**